



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, September 20, 2017 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **APPROVAL OF THE MINUTES:** August 16, 2017
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **NEW BUSINESS:**
 - a. Presentation from the Park Inspection/Tour Program Ad-Hoc Subcommittee on Recommended Changes to the Commission Park Tour Program (Greenberg)
 - b. Results on the 2017 Inspection of Neighborhood Parks (Venezia)
 - c. Update on Recreation Registration and Facilities Reservation Software Conversion (Brewer)
8. **UNFINISHED BUSINESS:**
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
 - a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales)
 - b. Report from Commissioners
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Parks and Recreation Commission August 16, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Gonzales led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Salazar** to approve the minutes of the June 21, 2017 meeting. Approved unanimously. Vice Chair Davis, Commissioner Gonzales and Commissioner Melendrez abstained.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Formation of a Subcommittee to Develop a Draft Annual Park Inspection Program for Future Commission Input and Adoption – Director Burns told the Commission that in response to their request for modifications to their current inspection program, staff was currently working on inspections of all its parks in order to address deficiencies or concerns. In order to better fulfill what the Commission would like from their inspection program, staff is requesting that a subcommittee be formed to help draft a new inspection program.
Commissioner Greenberg asked what the subcommittee will be doing and Director Burns replied that they will be helping put together a schedule as well as developing a standard checklist for all parks. Director Burns added that staff had started inspections of City parks. She presented inspection results of parks west of El Camino Real.
Vice Chair Davis asked if there is any other kind of park safety inspection performed by staff and Director Burns replied that parks staff does a daily safety check. Additionally, once a month there is a thorough inspection and quarterly there is an irrigation inspection. Commissioners Greenberg, Melendrez and Nigel volunteered to be on the subcommittee.
 - b. Oral Report Update on Capital Improvement Projects – Director Burns told the

Commission that in the next City Council's meeting agenda there is a request for the City Manager to authorize a contract for construction of Earl-Glenview and Florida Avenue Parks. With the approval on August 22, 2017, construction should begin by early October with an estimated completion date in early 2018. Director Burns also told the Commission that the construction of the restrooms at City Park had been delayed by the contractor and rescheduled to begin demolition by mid-September. She added that all the work should be completed by end of calendar year. Director Burns went on to tell the Commission that the park pathway project had been completed in the lower part of City Park and the contractor is scheduled to come back to complete the upper park in September. She added that Superintendent Brewer was working on an invitation for bids to continue the park pathway work at Commodore Park, followed by Grundy Park. **Commissioner Gonzales** commented that one of the pathways at Grundy Park needs to be a high priority due to its current condition.

Vice Chair Davis added that based on Commissioner Gonzales's comment, she would like to know how the parks were prioritized for the pavement work to be completed. Director Burns replied that staff looked at a combination of use and risk. Director Burns went on to advise the Commission that the Parks Corporation Yard was added to the Capital Improvements Projects and would be undergoing some remodeling of the interior break room, locker area and restrooms. She also said that City Council appropriated \$150,000 for improvements to the Commodore Dog Run in the current fiscal year and that the City would be doing community outreach to invite residents to a meeting in order to provide some input for the Commission's and City Council's consideration on desired improvements to the dog run.

Commissioner Gonzales asked for clarification on the difference between a dog run and a dog park. Director Burns replied that the San Bruno Municipal Code refers to the space at Commodore Park as a Dog Run, as a park and run are typically differentiated by the amenities offered.

Vice Chair Davis commented that the state of the Commodore Park dog run has been discussed several times over the years and asked that if the Commission will be inviting the community to their next meeting that they treat it as more of a brainstorming session to make sure to capture all the ideas people will be suggesting. Director Burns suggested that the Commission hold a regular meeting and invite residents for a community meeting immediately following their Commission meeting to better facilitate residents providing their input for Commodore Park. The Commission agreed to the community meeting. Lastly, Director Burns updated the Commission on the Senior Center incident that left half of the multipurpose room closed. Demolition has begun in order to fully restore its usage and staff has been able to keep the lunch program available by using space at St. Robert's Church and the Veterans Memorial Recreation Center. Staff estimates reconstruction to be complete by the end of the calendar year.

Commissioner Greenberg asked how the construction will be paid for and Director Burns responded that the City is currently filing a claim with the involved insurance companies.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Gonzales** wanted the

Commission to keep in mind that prior to the two new parks opening, they schedule small neighborhood projects for the two new parks.

Commissioner Salazar commented that he would like the Commission or staff to respond to letters sent by resident, Ryan Mrsny. Director Burns said that staff would provide a response. Commissioner Salazar also asked for staff to please provide more information to residents through social media channels so that they are better informed.

Commissioner Greenberg informed staff that she had been told by residents that Beckner Shelter has become an area where homeless people are camping out and using drug paraphernalia. She added that the last day of Junior Giants would be on August 19.

Commissioner Gonzales asked for an update on the painting project and Director Burns responded that the painting project was finished and staff would be presenting a staff report to City Council in September to accept the project. Commissioner Gonzales asked how the new Recreation activity, "Dive-In Movies" went and Superintendent Brewer said that the first one was cancelled due to low enrollment but that the second one would be taking place.

Commissioner Gonzales also wanted to thank staff for the work they had done at Grundy Park prior to "National Night Out". She also asked if staff could advertise next year's "National Night Out" by putting signs up at all parks.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 20, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director

SUBJECT: Presentation from the Park Inspection/Tour Program Ad-Hoc Subcommittee on Recommended Changes to the Commission Park Tour Program

BACKGROUND:

At its August 16, 2017 meeting, the Parks and Recreation Commission established an Ad-Hoc Subcommittee of three Commissioners to evaluate the Commission's current Parks Tour Program and develop recommendations for consideration and action by the entire Commission. Commissioners Greenberg, Melendrez, and Nigel were appointed to the Ad Hoc Subcommittee with Commissioner Greenberg serving as its Chairperson. The Ad Hoc Subcommittee met, along with City staff, on September 7, 2017.

DISCUSSION:

After a discussion of the Commission's past approach of touring a few parks annually and staff's new program which provides the Commission with the results of an annual inspection of all City parks, the Ad Hoc Subcommittee is making the following recommendation to the Commission:

- All Commissioners visit all City parks annually between November and September either individually or in small groups of three or fewer Commissioners;
- When visiting the parks, Commissioners evaluate each park on the following criteria: overall appearance, upkeep, cleanliness, and offer consistent amenities with comparable parks.
- Annually at the October meeting of the Commission, Commissioner provide staff with their observations in order to have sufficient time to address their observations during the winter months and prepare budget requests for the upcoming budget development cycle.
- The Commission's Guidelines be amended to include this new program structure.

The Ad Hoc Committee is seeking the Commission's suggestions for the program based on the framework it developed at its September 7, 2017 meeting.

FISCAL IMPACT:

None.

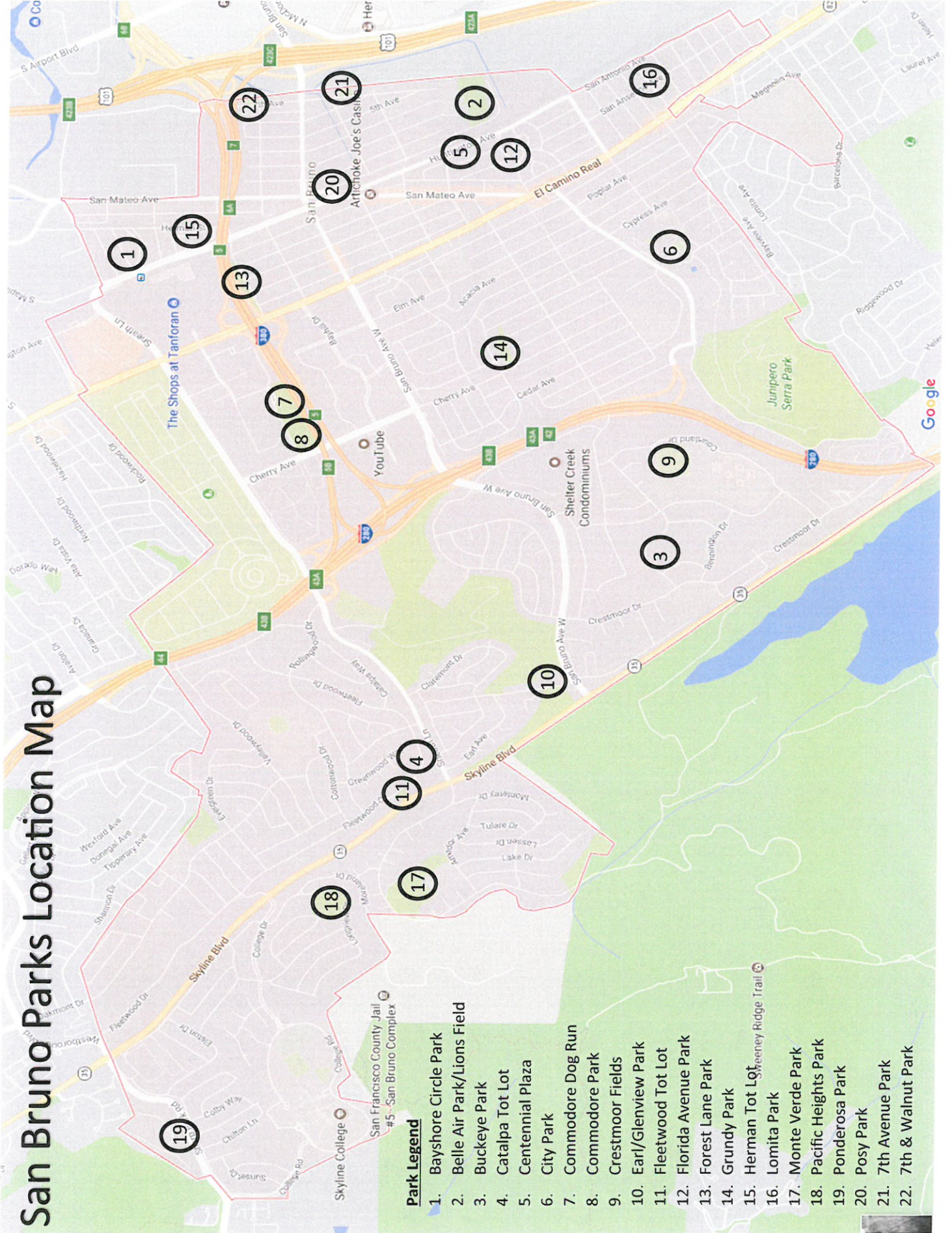
ATTACHMENTS:

Location Map of City Parks

San Bruno Parks Location Map

Park Legend

1. Bayshore Circle Park
2. Belle Air Park/Lions Field
3. Buckeye Park
4. Catalpa Tot Lot
5. Centennial Plaza
6. City Park
7. Commodore Dog Run
8. Commodore Park
9. Crestmoor Fields
10. Earl/Glenview Park
11. Fleetwood Tot Lot
12. Florida Avenue Park
13. Forest Lane Park
14. Grundy Park
15. Herman Tot Lot
16. Lomita Park
17. Monte Verde Park
18. Pacific Heights Park
19. Ponderosa Park
20. Posy Park
21. 7th Avenue Park
22. 7th & Walnut Park





CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 20, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director
Dan Venezia, Parks Field Supervisor

SUBJECT: Results on the 2017 Inspection of Neighborhood Parks

BACKGROUND:

Commencing in 2017, staff from the the Parks Maintenance Division of the Community Services Department initiated the annual inspection of all City parks, medians, and facilities planted areas to proactively identify areas in need of attention beyond that performed on a daily basis throughout the City's parks. The goal of the annual inspection is to ensure consistency in amenities as well as a consistently high standard of maintenance and care. This annual inspection supplements the daily inspections performed by the Parks Maintenance Division staff in parks throughout the City to identify hazards or conditions requiring urgent attention.

Provided as an attachment to this report are the results of the 2017 inspection of the City's Neighborhood Parks. At the Commission's October meeting, staff will provide the results of the 2017 inspection of the City's Community Parks.

DISCUSSION:

The annual inspection of the City's parks is performed in the late summer and early fall and is designed to achieve three objectives. The first objective is to ensure, before the weather turns rainy, refurbishments are completed to fixtures and equipment. For example, this might include the repainting of benches and picnic tables or deferred maintenance to restrooms and/or barbeques. The second objective is to assess planted areas after heavy spring and summer use and conduct the necessary maintenance and winterizing during the fall and early spring, the optimal growing cycles, and prior to the parks' heavier use in the coming spring and summer. The third objective is to develop a needs inventory in order to develop budget requests for funding in the upcoming fiscal year's operating and capital improvement program budgets. These requests would seek funding for larger projects, beyond the funding currently provided in the operating budget for the routine maintenance of City parks.

Through this inspection program, staff is seeking to ensure Neighborhood Parks throughout the City are equipped with comparable amenities. The amenities include play structures, benches, picnic tables, trash and recycling receptacles, signage, and well maintained turf and planted spaces.

These Neighborhood Parks include:

Bayshore Circle Park
Catalpa Tot Lot
Fleetwood Tot Lot
Forest Lane Park
Herman Tot Lot
Pacific Heights Park
7th Avenue Park

Buckeye Park
Earl-Glenview Park
Florida Avenue Park
Grundy Park
Lomita Park
Ponderosa Park
7th & Walnut Park

This inspection program also includes the City's Community Parks which include:

Centennial Plaza
Commodore Park
Crestmoor Fields
Monte Verde Park

City Park
Commodore Dog Run
Lions Field (and Belle Air Park)
Posy Park

Many of these Community Parks included the amenities incorporated in Neighborhood Parks. They may also include ball fields and rental picnic amenities or, in the case of Centennial Plaza and Posy Park, serve as important gathering spaces in the City's downtown.

FISCAL IMPACT:

The financial resources necessary to address the deficiencies identified in the 2017 Inspection of Neighborhood and Community Parks are available as a result of the City Council's approval in the 2017-18 Operating Budget of one new Parks Maintenance Worker I/II and one new Parks Maintenance Lead worker and approved funding in the Parks Maintenance operating supplies budget.

ATTACHMENTS:

1. 2017 Neighborhood Park Inspection Results

2017 Parks Inspection Results

All Neighborhood Parks

Bayshore Circle Park, Buckeye Park, Catalpa Tot Lot, Earl-Glenview Park, Fleetwood Tot Lot, Florida Avenue Park, Forest Lane Park, Grundy Park, Herman Tot Lot, Lomita Park, Pacific Heights Park, Ponderosa Park, 7th Avenue Park, and 7th & Walnut Park

Bayshore Circle Park

- Turf - seed and top dress in fall.
- Redo entry path in decomposed granite or concrete in fall/winter.
- Remove ivy from trees – ongoing.
- Re-install basketball hoop fall/winter.
- Repair root damaged asphalt as part of the pathway repair program.
- Replace bench planks in fall.
- Mulch planting areas in fall/winter.

Buckeye Park

- Turf - seed and top dress in spring.
- Adjust irrigation system in winter.
- Weed planted areas and mulch in winter/spring.
- Thin vegetation at edge of lawn area.

Catalpa Tot Lot

- Mulch area around play area in winter.
- Re-stain park sign in winter.
- Add picnic bench in winter.

Fleetwood Tot Lot

- Turf- seed and top dress in spring.
- Adjust irrigation system in winter.
- Mulch planting areas in fall/winter.
- Weed open space next to park in fall/winter.
- Clean basketball hoops and replace nets in winter.
- Paint garbage can in fall.
- Add picnic table in winter/spring.

Forest Lane Park

- Turf - seed and top dress in fall. Continue gopher control.
- Refinish park sign in winter.
- Cut back Escallonia along hillside in spring.
- Level and mulch entrance of park at Green Avenue in fall/winter.
- Mulch planting areas in fall/winter.
- Remove dead tree in front of park at Green Avenue in September.
- Remove ivy from trees and plant material - ongoing.
- Repaint basketball backboard and replace chains in winter.
- Remove dead/overgrown plant material on hillside up to Caltrans property – ongoing.
- Remove tree suckers along parking strip between Easton and Masson Avenues in fall.
- Clean all signs in winter.

Grundy Park

- Turf - seed and top dress in spring.
- Adjust irrigation system in winter.
- Repaint basketball backboards and replace nets in winter.
- Cut-back ivy and vines at Cherry Avenue entrance in fall/winter.
- Re-stain park sign in winter.
- Pressure wash picnic tables and barbeque in fall/winter.
- Replace two benches at small playground in spring.

Herman Tot Lot

- Turf- seed and top dress in fall.
- Prune Bottlebrush on north side of park in winter.
- Add bench near playground in winter/spring.
- Plant more Agapanthus near new bench in winter/spring.
- Remove stumps in fall.
- Refinish park sign in winter.
- Mulch planting areas fall/winter.

Lomita Park

- Turf - seed and top dress in fall. Continue gopher control.
- Remove Myoporum stump by end of September.
- Mulch planting areas in fall/winter.
- Replace 4'x6' fence rail in August.
- Replace No Smoking sign in August.
- Paint picnic table and trash can in fall.

Pacific Heights Park

- Turf - seed and top dress in spring. Continued gopher control.
- Adjust irrigation system in winter.
- Trim shrubs at park entrance in winter/spring.
- Trim shrubs on fence line on Goodwin Drive in winter/spring.
- Weed hillside around play area in winter/spring.
- Trim all shrubs.
- Remove unhealthy trees from middle of park in winter/spring.
- Repaint gate at entrance in fall/ winter.
- Repaint electrical shed in fall/winter.
- Re-stain park sign in winter.
- Clean basketball backboard and install new nets in winter.
- Install picnic table in spring.

Ponderosa Park

- Turf - seed and top dress in spring.
- Weed hillside on south side of park.
- Weed along fence line on the north side of park in spring.
- Remove suckers from trees in winter.
- Clean picnic area and add weed fabric and new mulch in winter/spring.

7th Avenue Park

- Turf – seed and top dress in fall. Continue gopher control.
- Mulch planting areas in fall/winter.
- Clean sand area and install picnic table in winter.
- Add bench near playground area in winter.
- Add plant material along fence on south side of park and add irrigation in winter/spring.

7th & Walnut Park

- Turf – seed and top dress in fall. Continue gopher control.
- Replace park regulation sign in August.
- Plant trees along back fence in fall.
- Mulch planting areas in fall/winter.
- Add bench near playground area in winter.



DATE: September 20, 2017

TO: Parks and Recreation Commission

FROM: Danielle Brewer, Community Services Director

SUBJECT: Update on Recreation Registration and Facilities Reservation Software Conversion

BACKGROUND:

In February 2009, the City entered into an agreement with Active Network to provide recreation registration and facilities reservation software services. At that time, there were very few software options available to support the City's recreation program, especially software with a facility reservation module. Payment to Active Network for use of their software is transaction-based and calculated on the value of the transactions that are processed using their registration and reservation software. The City is charged a fee equal to two and one-half percent (2.5%) of the value of each transaction, including the initial transaction and all subsequent cancellations. If a patron wishes to bypass a trip to the Veterans Memorial Recreation Center and chooses to use the on-line portal, the patron is charged directly by Active Net at the time of the transaction a seven percent (7%) convenience fee. In Fiscal Year 2016-17, the City paid Active Network \$65,622 for use of their software services. The initial agreement between the City and Active Network was for a three-year term. The City renewed this three year agreement on two successive occasions. Per the terms of the agreement, 12-months' notice is required to cancel the agreement and may only be provided in the the third and final year of the three-year agreement.

Over the past several years, staff has continued to explore other software solutions which can support recreation registration and facilities reservation activities, does so at a reduced cost and provide more convenient and affordable access for the patron. In November 2016, staff issued a Request for Proposals for Parks and Recreation Registration and Reservation Software (RFP). Many of the proposals received demonstrated several other software companies were able to provide comparable software to that currently provided to the City by Active Network but in a manner more convenient to the patron and at a more affordable price to the City. As a result, and consistent with its agreement with Active Network, on February 2, 2017 the City provided written notice to terminate its agreement upon the expiration effective February 8, 2018. Receipt of the City's written cancellation notice was confirmed in writing by Active Network on February 3, 2017.

Staff will be making a presentation to the City Council at its September 26, 2017 requesting authorization to proceed with the conversion to Rec 1.

DISCUSSION:

In response to the City's RFP, proposals were received from the following seven companies:

Blue Rec
Perfect Mind

Dash
Rec 1

Maximum Solutions
Rec Enroll

Vermont Systems

A committee of staff from the Community Services, Finance, and Information Technology Departments evaluated the proposals which were evaluated based on their ability to provide recreation registration and facilities reservation software and support, Cloud-based hosting, redundant data storage, financial reporting, calendar options, online portal for patron registration, and cost. Four companies were advanced in the selection process to an interview and online demonstration: Dash, Maximum Solutions, Rec 1, and Rec Enroll.

Rec 1 was the top-scoring vendor. The company's system offered a more user-friendly interface, greatest ease of use, structured pricing on a flat, rather than transaction-based fee structure, required only a 30-day agreement cancellation provision, and is significantly less expensive than the City's current software provider at an annual cost of \$16,600. Additionally, Rec 1 has a feature which allows the patron to complete a program registration online, free of charge, and then offers the patron the option to "share" their registration on social media complete with a link for others to register directly. Rec 1 is based in Georgia and the system specifically designed to meet the needs of municipal parks and recreation clients, nationwide rather than athletic clubs or sports leagues. Staff spoke with existing Rec 1 users in the Cities of Lake Elsinore and Alhambra, California. Both cities stated that they are very pleased with the system, the customer service, system reliability, and web-based features. They too had migrated from Active Network and indicated the Rec 1 software is simple to navigate and easier to learn than Active Network, customer services response times are reasonable, and issues are resolved promptly. In total, Rec 1 supports the recreation programs of more than 40 cities and special districts.

In anticipation of the cancellation of the Active Net agreement and start-up of a new software provider, modification to the Activity Guide schedule was necessary to ensure compatibility of the offerings showcased in the Activity Guide and those hosted by the new software. With the concurrence of the Parks and Recreation Commission, the Activity Guide schedule was modified by placing the 2017 Fall and Winter sessions together. The Spring 2018 Activity Guide will be available to the community in January for programming commencing on-or-after February 9, 2018.

Implementation of the new Rec 1 software will take approximately four months during October through January. During this period, data will be transferred from the existing software, the software will be populated with new programs, activities and events, and staff will receive training on the features and use of the new Rec 1 software.

FISCAL IMPACT:

The annual cost for the Rec 1 software and support will be \$16,600 per year for each of the three years. This pricing will only change if there is a ten percent or greater growth in revenue processed through the system. The contract will need to be renegotiated when the new Recreation and Aquatics Center opens as it is anticipated the new year-around swimming pool will generate significantly new additional revenue, as may the new Recreation Center. In the first year of the contract, there is an additional expense of \$13,000 for set-up, staff training and data migration. It is anticipated the ongoing annual savings to move to Rec 1 will be \$36,000 in the first year and \$49,000 in years two and three. Funding in the 2017-18 Operating Budget has already been adjusted downward to reflect all but \$6,400 of this savings.